



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**  
DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: WWW.DPR.DELAWARE.GOV

<b>PUBLIC MEETING NOTICE:</b>	<b>Delaware Board of Funeral Services</b>
<b>DATE AND TIME:</b>	<b>Wednesday, March 30, 2011 at 10:00 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building

### **AGENDA**

**(Amended items are indicated by an asterisk\*)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
  - 2.1 Meeting Minutes March 7, 2011
- 3.0 Unfinished Business
  - 3.1 Sign Board Order – Trader Hearing (Byrd)
  - 3.2 Strategic Planning – Develop a New Strategic Plan
  - 3.3 Rules and Regulations
    - 3.3.1 Increase Number of Required Embalming Reports for Interns – Proposal from Robert Wright
    - 3.3.2 Review Licensure by Reciprocity – Proposal from Robert Wright
    - 3.3.3 Funeral Establishment Inspections – Proposal from Robert Wright
    - 3.3.4 Next Legislative Subcommittee Meeting – April 5, 2011, 10:00 a.m.
  - 3.4 Review of Deficient Audit Submissions
    - 3.4.1 Matthew J. Genereux (late, no certificates)
    - 3.4.2 John M. Holloway (no certificate)
    - 3.4.3 S. Keith Parsell (1.0 CE short)
    - 3.4.4 Christopher Schulze (no response)
    - 3.4.5 Harvey Torbert Williamson (late, over 65)
- 4.0 New Business
  - 4.1 Approval of Licensure Ratification
    - 4.1.1 Taryn Huber – Resident Intern
  - 4.2 2011 Annual Meeting of The Conference – Report from Robert Wright
- 5.0 Complaint Status – No Updates
- 6.0 Other Business before the Board (for discussion only)
- 7.0 Public Comment
- 8.0 Next Meeting – May 25, 2011 at 10:00 a.m.
- 9.0 Adjournment

**Please Take Note:** To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

**MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us) IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.**